E-mail Access
Via the Internet
For All DPA Staff

1. Click on Netscape.

2. In the Location box (where you normally type www.something.com) clear the box. For staff who work in the Frontier Building, Alaska Office Building, Willoughby Building, or SERO type https://hss.state.ak.us/exchange and hit Enter. For staff who work in any of the AJCN Job Centers or are connected to the AJCN email system, type https://webmail.ajcn.state.ak.us/exchange and hit Enter.

3. In the LOG ON box type your name (John Doe) and hit Enter.

4. You will get a dialog box titled Username and Password Required.

5. For those staff on the H&SS email system, enter your normal Username proceeded by DPA/ (DPA/jdoe) and Password, just like at your desktop PC, and hit Enter. For those staff on the AJCN email system, enter your normal Username and Password, just like at your desktop PC, and hit Enter.

6. You will get your e-mail inbox.

This Inbox looks different from the Exchange Inbox on your desktop PC. It will display your messages 20 at a time. You can page through them. There is a drop down menu box on the toolbar with the word (default) in it. Click on the down arrow and select Unread Messages. Now only unread messages will be displayed.

Hint: Try to keep the number of messages in your Inbox as low as possible. Move them to folders if you want to keep them.

Just left of the messages you'll see a column with one entry. It is **Inbox.** There is a folder just above it. Click on that folder and all of your e-mail folders will be displayed just like on your desktop PC in your office. The exceptions to this are those offices served by the H&SS email server in the Alaska Office Building (AOB). These are AOB, SERO, Willoughby, and Sitka. These offices are limited to Inbox only.

When you are finished look in the far left column of the screen. You'll see Inbox, Calendar, etc. and at the bottom is LOG OFF. Click LOG OFF.

You'll get the Outlook WEB Access Screen again. Now you can just exit Netscape.